

TSSU By-Laws (current)

E. TSSU Executive

The Table Officers of the TSSU shall include the following: Chair, Secretary, Treasurer, Trustee I and Trustee II, Organizer, Coordinator, Chief Steward, Ex-Officio Officer, and MMC Commissioner.

F. Election of Officers

1. A nominee for any office must be a member in full standing of the TSSU.
2. Nominations for Coordinator, Organizer, Chair, Trustee I, MMC Commissioner, and the OH&S Commissioner shall commence at the September General Membership Meeting (hereinafter referred to as “GM”) and close at the October GM. Nominations for Chief Steward, Treasurer, Secretary, Ex-Officio, Trustee II, and Solidarity & Social Justice Commissioner shall commence at the January GM and close at the February GM. The Ex-Officio Officer will have served on the Executive any time during the previous twelve (12) months. At least fourteen (14) days prior notice of the election shall be given to the Membership. The person receiving the largest number of votes, for a given position, shall stand elected for that position.

TSSU By-Laws (proposed)

E. TSSU Executive

The Table Officers of the TSSU shall include the following: Chair, Secretary, Treasurer, Trustee I, ~~and~~ Trustee II, Organizer, Coordinator, Chief Steward I, Chief Steward II, Ex-Officio Officer, and MMC Commissioner.

F. Election of Officers

3. A nominee for any office must be a member in full standing of the TSSU.
4. Nominations for Coordinator, Organizer, Chair, Trustee I, MMC Commissioner, Chief Steward I, and the OH&S Commissioner shall commence at the September General Membership Meeting (hereinafter referred to as “GM”) and close at the October GM. Nominations for Chief Steward II, Treasurer, Secretary, Ex-Officio, Trustee II, and Solidarity & Social Justice Commissioner shall commence at the January GM and close at the February GM. The Ex-Officio Officer will have served on the Executive any time during the previous twelve (12) months. At least fourteen (14) days prior notice of the election shall be given to the Membership. The person receiving the largest number of votes, for a given position, shall stand elected for that position.

G. Duties of the TSSU Officers and Committees

4.

The Chief Steward, in conjunction with the Member Representative, shall be responsible for the knowledge and application of the Collective Agreement. The Chief Steward shall also be responsible for the Grievance Procedure including meetings, research and legal activities. The Chief Steward shall be the Management Contact and shall chair the Labour/Management meetings. The Chief Steward shall, when possible, attend Employee Council meetings. The Chief Steward shall be responsible for maintaining the steward system with assistance from the Organizer. The Chief Steward shall coordinate and chair Steward Meetings. The Chief Steward shall ensure, through assistance from the Organizer, the orientation and education of the Stewards. The Chief Steward shall chair Grievance Committee Meetings and Grievance Meetings, and shall sit on and be the resource person for the Contract Committee. The Chief Steward shall work with the Member Representative in reviewing and maintaining contracts of TSSU members. The Chief Steward shall act as the TSSU Executive's principal point of contact with the Union's Member Representative; in this capacity, the Chief Steward must act in accordance with the Bylaws and policies, and in consultation with the full Executive.

G. Duties of the TSSU Officers and Committees

4.

a) The Chief Stewards shall be jointly responsible for knowledge of the Collective Agreement, Health and Safety regulations, and other relevant legislation. They will be responsible for communicating monthly updates on the status of ongoing grievances to the Executive and General Membership in order to facilitate mobilization and organizing. Both shall also be responsible for the Grievance Procedure including meetings, research, and legal activities. Both shall work in conjunction with the Member Representative to ensure member rights are enforced and protected as outlined in the Collective Agreement. The two Chief Stewards in consultation with the Member Representative will also be responsible for maintaining any seniority lists and for checking position postings in relation to the Collective Agreement. Both shall work in conjunction with the Member Representative to ensure member rights are enforced and protected as outlined in the Collective Agreement. Each semester, these two officers shall mutually agree on the division of the responsibility for the following tasks:

- Chairing and coordinating Steward meetings.
- Chairing and coordinating Grievance meetings.
- Serving as the resource person for the OH&S Commissioner.

b) In addition to these duties Chief Steward I shall act as the TSSU Executive's primary point of contact with the Union's Member Representative and will sit on and be the resource person for the Contract Committee.

7. The Organizer shall be responsible for recruiting volunteers for the Union including Stewards, volunteers for TSSU committees, and TSSU representatives for University and other committees. The Organizer shall ensure there is TSSU representation at departmental and special orientations including Tutor Marker Orientation and Teaching Orientation Programme opening plenary. The Organizer shall ensure the presence of the Union at the University's satellite campuses. The Organizer shall be the resource and support person for the MMC and Solidarity & Social Justice Committees and shall chair the MMC committee when there is no Commissioner/Chair. The Organizer shall be the Union's liaison with campus employee groups, as well as off-campus trade union and social justice organizations. The Organizer shall be the Union's media contact person. The Organizer can expect assistance in these two duties from the Coordinator. The Organizer will identify groups who are under-represented in the TSSU, work to create an environment where members will be self-motivated to participate, organize socials, and carry out publicity for upcoming events. The Organizer shall assist the Chief Steward in the orientation and education of Stewards and shares the Chief Steward's responsibility for knowledge of the Collective Agreement.

9. The job descriptions of Coordinator, Organizer and Chief Steward will apply only in the event that these are salaried positions. Hours of work and rates of pay shall be determined as in Section J.6. In the event that these positions are not salaried, duties shall be redefined by the Executive. When possible, all three positions shall share the duties of answering phones and attending to correspondence.

13. The Grievance Committee shall be responsible for ensuring that the rights of individual members on the job are respected and for representing the interests of individual members with respect to their working conditions. The Grievance Committee shall consist of the Chief Steward, the Member Representative (who shall participate in a non-voting capacity), and a minimum of three (3) Stewards, the Organizer, and any other interested members. The Committee shall meet at least once a month. The Chief Steward shall be responsible for coordinating the activities of the Committee and the Committee will meet at the Chief Steward's request.

7. The Organizer shall be responsible for recruiting volunteers for the Union including Stewards, volunteers for TSSU committees, and TSSU representatives for University and other committees. The Organizer shall ensure there is TSSU representation at departmental and special orientations including Tutor Marker Orientation and Teaching Orientation Programme opening plenary. The Organizer shall ensure the presence of the Union at the University's satellite campuses. The Organizer shall be the resource and support person for the MMC and Solidarity & Social Justice Committees and shall chair the MMC committee when there is no Commissioner/Chair. The Organizer shall be the Union's liaison with campus employee groups, as well as off-campus trade union and social justice organizations. The Organizer shall be the Union's media contact person. The Organizer can expect assistance in these two duties from the Coordinator. The Organizer will identify groups who are under-represented in the TSSU, work to create an environment where members will be self-motivated to participate, organize socials, and carry out publicity for upcoming events. The Organizer shall assist the Chief Steward~~s~~ in the orientation and education of Stewards and shares the Chief Steward~~s~~'s responsibility for knowledge of the Collective Agreement.

9. The job descriptions of Coordinator, Organizer, ~~and Chief Steward I,~~ and Chief Steward II will apply only in the event that these are salaried positions. Hours of work and rates of pay shall be determined as in Section J.6. In the event that these positions are not salaried, duties shall be redefined by the Executive. When possible, all three positions shall share the duties of answering phones and attending to correspondence.

13. The Grievance Committee shall be responsible for ensuring that the rights of individual members on the job are respected and for representing the interests of individual members with respect to their working conditions. The Grievance Committee shall consist of the Chief Steward~~s~~, the Member Representative (who shall participate in a non-voting capacity), and a minimum of three (3) Stewards, the Organizer, and any other interested members. The Committee shall meet at least once a month. ~~The mutually agreed upon~~ Chief Steward (as stipulated in G.4) shall be responsible for coordinating the activities of the Committee ~~and the Committee will meet at the Chief Steward's request.~~

14. The Contract Committee shall be responsible for researching and presenting contract proposals to the Membership for discussion and for negotiating with the University Administration on behalf of the TSSU. It will be composed of the Chief Steward, the Member Representative (who shall participate in a non-voting capacity), and a Steward representative, as well as some number of members determined by the General Membership. The Executive shall recommend to the General Membership (for decision) the number and composition of members of the committee, and means and level of compensation for them before nominations for the committee are opened. The Contract Committee shall elect from its members a Chairperson, who shall be responsible for coordinating the activities of the Committee and reporting to GM and Executive Meetings when appropriate or when requested to do so.

J. Meetings

5. Meetings of the Stewards shall be at the call of the Chief Steward or of any two (2) Stewards. The Stewards may decide to hold meetings on a regular basis. The quorum for business at these meetings shall be one-third of the Stewards.

S. Staff

1. The Union shall employ a full-time Member Representative (35 hours/week). The TSSU Executive shall serve as the “employer” of the Member Representative on a day-to-day basis; however, any decision to hire or fire a Member Representative can only be done if there is concurrence on that course of action by a majority of both the General Membership and the Executive. The Chief Steward shall be the Executive’s principal point of contact with the Member Representative.
2. The Member Representative, in collaboration with the Chief Steward, shall be the principal person within the Union to handle grievances and prepare cases for arbitration, and perform research necessary to carry out these tasks. In all decisions made pertaining to grievances and arbitration, the Member Representative must

14. The Contract Committee shall be responsible for researching and presenting contract proposals to the Membership for discussion and for negotiating with the University Administration on behalf of the TSSU. It will be composed of ~~the~~ Chief Steward **I**, the Member Representative (who shall participate in a non-voting capacity), and a Steward representative, as well as some number of members determined by the General Membership. The Executive shall recommend to the General Membership (for decision) the number and composition of members of the committee, and means and level of compensation for them before nominations for the committee are opened. The Contract Committee shall elect from its members a Chairperson, who shall be responsible for coordinating the activities of the Committee and reporting to GM and Executive Meetings when appropriate or when requested to do so.

J. Meetings

5. Meetings of the Stewards shall be at the call of the **agreed upon** Chief Steward (**as stipulated in G.4**) or of any two (2) Stewards. The Stewards may decide to hold meetings on a regular basis. The quorum for business at these meetings shall be one-third of the Stewards.

S. Staff

1. The Union shall employ a full-time Member Representative (35 hours/week). The TSSU Executive shall serve as the “employer” of the Member Representative on a day-to-day basis; however, any decision to hire or fire a Member Representative can only be done if there is concurrence on that course of action by a majority of both the General Membership and the Executive. The Chief Stewards **s** shall be the Executive’s principal point of contact with the Member Representative.
2. The Member Representative, in collaboration with the Chief Stewards **s**, shall be the principal **people** within the Union to handle grievances and prepare cases for arbitration, and perform research necessary to carry out these tasks. In all decisions made pertaining to grievances and arbitration, the Member Representative must consult with the Chief Stewards **s**, who maintains authority on these matters,

consult with the Chief Steward, who maintains authority on these matters, except, where appropriate, the grieving member. The Member Representative will respond to members' questions related to their employment and the Collective Agreement. The Member Representative shall be responsible for reviewing and maintaining the contracts of TSSU members, and contacting departments to address any problems that arise from the contracts. The Member Representative shall serve as a non-voting member of both the Contract and Grievance Committees, and will keep an ongoing diary of contractual issues to be used as a resource by the Contract Committee. At the discretion of the other members of the Contract Committee, the Member Representative may be involved with bargaining. The Member Representative should principally work from the TSSU's main office.

SALARIED OFFICERS (SOs) BENEFITS POLICY

Section 1 – Job Description

There are three (3) elected officials on salary in the TSSU: the Chief Steward, Coordinator, and Organizer. The job descriptions for each of the salaried elected officials are contained in the *By-Laws* G.4, 6, 7 and 9 of the Union. The Union recognizes the changes, which can occur in the details of the job descriptions depending upon the focus of the people elected for the various positions and the composition of the Executive at any one time.

Section 3 – Working Conditions

The working conditions listed below are working conditions, which are not explicitly included in the Collective Agreement. Each working condition is of importance to the working context of the SOs.

A Hours of Work

Under normal circumstances, the Organizer, the Chief Steward and the Coordinator are allotted twenty five (25) working hours per week, forty nine (49) weeks per year (1225 hours annually).

except, where appropriate, the grieving member. The Member Representative will respond to members' questions related to their employment and the Collective Agreement. The Member Representative shall be responsible for reviewing and maintaining the contracts of TSSU members, and contacting departments to address any problems that arise from the contracts. The Member Representative shall serve as a non-voting member of both the Contract and Grievance Committees, and will keep an ongoing diary of contractual issues to be used as a resource by the Contract Committee. At the discretion of the other members of the Contract Committee, the Member Representative may be involved with bargaining. The Member Representative should principally work from the TSSU's main office.

SALARIED OFFICERS (SOs) BENEFITS POLICY

Section 1 – Job Description

There are four (4) elected officials on salary in the TSSU: ~~the~~ Chief Steward **I, Chief Steward II**, Coordinator, and Organizer. The job descriptions for each of the salaried elected officials are contained in the *By-Laws* G.4, 6, 7 and 9 of the Union. The Union recognizes the changes, which can occur in the details of the job descriptions depending upon the focus of the people elected for the various positions and the composition of the Executive at any one time.

Section 3 – Working Conditions

The working conditions listed below are working conditions, which are not explicitly included in the Collective Agreement. Each working condition is of importance to the working context of the SOs.

A Hours of Work

Under normal circumstances, the Organizer, ~~the~~ Chief Steward **I** and the Coordinator are allotted twenty five (25) working hours per week, forty nine (49) weeks per year (1225 hours annually); **Chief Steward II is**

allotted fifteen (15) working hours per week, forty nine (49) weeks per year (735 hours annually).

C Optional Extra Hours

It is recognized by the Union that during certain times of the year, individual SO positions require work done above the regular assigned weekly hours. Furthermore, the Union recognizes that these required times of extra work can change.

When an SO is absent for a period of one week or more, the remaining SOs may each take up to five (5) hours per week to compensate for the extra work required of them.

During the Summer (May to August) Semester, the Coordinator may take up to fifteen (15) extra hours to put towards the creation, design, and layout of the TSSU Logbook.

In all three semesters, the Coordinator may make up to fifteen (15) extra hours for the processing of contracts. Likewise, the Organizer may, in these semesters, take up to ten (10) extra hours in order to prepare for and attend Department Orientations and TA/TM Day.

During each semester, the Chief Steward may take up to ten (10) extra hours in order to deal with grievances and arbitrations. If time permits, the Chief Steward may also assist with the processing of contracts to reduce excess workload on the Coordinator.

Salaried Officer Automatic Workload Review Form

Workload for Salaried Officers should remain within reasonable limits, as outlined in the Salaried Officer Benefits Policy. An Automatic Workload Review must be conducted if two or more of the triggers listed below occur. If at any other time, either the Salaried Officer or the

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During each semester, the Chief Stewards may take up to ten (10) extra hours in order to deal with ~~grievances and~~ arbitrations. If time permits, the Chief Stewards may also assist with the processing of contracts to reduce excess workload on the Coordinator.

Salaried Officer Automatic Workload Review Form

Workload for Salaried Officers should remain within reasonable limits, as outlined in the Salaried Officer Benefits Policy. An Automatic Workload Review must be conducted if two or more of the triggers listed below occur. If at any other time, either the Salaried Officer or the

Executive Committee feels that the Salaried Officer's workload is exceptionally heavy, a Workload Review can be initiated.

SALARIED OFFICER: _____

DATE: _____

POSITION: Organizer Coordinator Chief Steward

Process for Committee Stipends

All members of Union committees and TSSU representatives on external committees must be ratified at a General Membership meeting. Members may join committees and be ratified retroactively at the next General Membership meeting. These committee members shall be eligible for a semesterly stipend up to a maximum of \$150, with the following exception: If the work of the committee falls within the regular duties of an Executive member, they shall not be eligible for a committee stipend. However, if an Executive member sits on a committee whose work falls outside of their regular duties as specified in the By-laws, that Executive member shall be eligible for a committee stipend.

The stipend for the Internal Relations Committee includes \$50 for each additional meeting after the first two in a given semester.

Near the end of the semester, the Salaried Officer primarily responsible for the committee shall notify committee members to submit stipend requests. Committee members shall submit a written request for their stipend no later than the first week of the following semester which includes a short summary of their activities/duties on the committee for the semester and specifies the dollar amount of the stipend requested, up to the maximum. If a committee member is not appropriately notified, and exception to the time limit will be granted. Stipend requests will normally be granted automatically, in the case of questionable circumstances, the Coordinator will consult with the Organizer, Chief Steward or Commissioner.

Executive Committee feels that the Salaried Officer's workload is exceptionally heavy, a Workload Review can be initiated.

SALARIED OFFICER: _____

DATE: _____

POSITION: Organizer Coordinator Chief Steward Chief Steward II

Process for Committee Stipends

All members of Union committees and TSSU representatives on external committees must be ratified at a General Membership meeting. Members may join committees and be ratified retroactively at the next General Membership meeting. These committee members shall be eligible for a semesterly stipend up to a maximum of \$150, with the following exception: If the work of the committee falls within the regular duties of an Executive member, they shall not be eligible for a committee stipend. However, if an Executive member sits on a committee whose work falls outside of their regular duties as specified in the By-laws, that Executive member shall be eligible for a committee stipend.

The stipend for the Internal Relations Committee includes \$50 for each additional meeting after the first two in a given semester.

Near the end of the semester, the Salaried Officer primarily responsible for the committee shall notify committee members to submit stipend requests. Committee members shall submit a written request for their stipend no later than the first week of the following semester which includes a short summary of their activities/duties on the committee for the semester and specifies the dollar amount of the stipend requested, up to the maximum. If a committee member is not appropriately notified, and exception to the time limit will be granted. Stipend requests will normally be granted automatically, in the case of questionable circumstances, the Coordinator will consult with the Organizer, Chief Steward or Commissioner.

Process for Steward Stipends

All departmental Stewards who have been ratified by the members in their own department shall be eligible for a semesterly stipend up to a maximum of \$250. Near the end of the semester, the Chief Steward shall notify stewards to submit stipend requests. Stewards shall submit a written request for their stipend no later than the first week of the following semester which includes a short summary of their activities/duties as a Steward for the semester and specifies the dollar amount of the stipend requested, up to the maximum. If a Steward is not appropriately notified, an exception to the time limit will be granted. Stipend requests will normally be granted automatically, in the case of questionable circumstances, the Coordinator will consult with the Organizer or Chief Steward.

Stipend Policy: Contract Committee, MMC, and Solidarity & Social Justice Commissioner

Up to 12 hours a month will be paid a monthly stipend of up to \$150/month, and each hour thereafter per month will be paid at the rate of \$20 per hour, up to a total of \$1200 per month. (July 15, 2009 GM) Monthly totals will not be allowed to 'roll over' into the next month's totals. Members who participate for fifteen or less hours per semester will be paid up to \$150, the current standard committee rate. The Chief Steward or a Contract Committee/MMC Member/Solidarity & Social Justice Committee Member appointed by the Committee will verify that work submitted by the Members is appropriate, within reason, for the amount of hours they claim to have worked. For the purposes of stipend payment, the Commissioner of the Committee shall be entitled to the standard stipend for the MMC or Contract Committee per this policy.

Notwithstanding the aforementioned limits, the Chief Steward will be paid at the current Contract Committee/MMC rate for any Contract Committee work done outside the regular duties of the Chief Steward, if that work takes up time beyond the regularly salaried hours of twenty-five per week.

Process for Steward Stipends

All departmental Stewards who have been ratified by the members in their own department shall be eligible for a semesterly stipend up to a maximum of \$250. Near the end of the semester, the Chief Stewards shall notify stewards to submit stipend requests. Stewards shall submit a written request for their stipend no later than the first week of the following semester which includes a short summary of their activities/duties as a Steward for the semester and specifies the dollar amount of the stipend requested, up to the maximum. If a Steward is not appropriately notified, an exception to the time limit will be granted. Stipend requests will normally be granted automatically, in the case of questionable circumstances, the Coordinator will consult with the Organizer or Chief Stewards.

Stipend Policy: Contract Committee, MMC, and Solidarity & Social Justice Commissioner

Up to 12 hours a month will be paid a monthly stipend of up to \$150/month, and each hour thereafter per month will be paid at the rate of \$20 per hour, up to a total of \$1200 per month. (July 15, 2009 GM) Monthly totals will not be allowed to 'roll over' into the next month's totals. Members who participate for fifteen or less hours per semester will be paid up to \$150, the current standard committee rate. The Chief Stewards or a Contract Committee/MMC Member/Solidarity & Social Justice Committee Member appointed by the Committee will verify that work submitted by the Members is appropriate, within reason, for the amount of hours they claim to have worked. For the purposes of stipend payment, the Commissioner of the Committee shall be entitled to the standard stipend for the MMC or Contract Committee per this policy.

Notwithstanding the aforementioned limits, the Chief Stewards will be paid at the current Contract Committee/MMC rate for any Contract Committee work done outside their regular duties of the Chief Steward, if that work takes up time beyond the regularly salaried hours of twenty-five per week for Chief Steward I or fifteen per week for Chief Steward II.

Stipend Policy: Stewards

Basic Duties (approximately 10 hrs/mon) - \$250

- General communications: serving as a conduit for communication between the TSSU Executive and TSSU members within the Steward's department, maintaining a list of members within the department, circulating TSSU literature within the department, and encouraging members within the Steward's department to attend monthly General Membership meetings. The Steward should be available to act as the first contact for members who have concerns over working conditions, and will channel those issues to the Chief Steward. (around 3 hrs/mon)

Strike Policy

I. Strike Committee

- a. Once a successful job action vote ("strike vote") has been held, a Special General Meeting ("SGM") shall be called by the Executive to relate the situation and to convene the Strike Committee
- b. The Committee shall consist of five (5) individuals as follows:
 - i. The Chief Steward, who shall chair the committee as well as resource it;
 - ii. One (1) representative from the Executive Committee, who is not a Salaried Officer;
 - iii. One (1) representative from the Contract Committee;
 - iv. One (1) representative from the MMC Committee; and
 - v. One (1) general member.
- c. The General Membership at the SGM shall select the general member by simple majority of those present
- d. The members of the Executive and Contract Committees shall select the representatives from their committees, though

Stipend Policy: Stewards

Basic Duties (approximately 10 hrs/mon) - \$250

- General communications: serving as a conduit for communication between the TSSU Executive and TSSU members within the Steward's department, maintaining a list of members within the department, circulating TSSU literature within the department, and encouraging members within the Steward's department to attend monthly General Membership meetings. The Steward should be available to act as the first contact for members who have concerns over working conditions, and will channel those issues to the **appropriate** Chief Steward. (around 3 hrs/mon)

Strike Policy

II. Strike Committee

- a. Once a successful job action vote ("strike vote") has been held, a Special General Meeting ("SGM") shall be called by the Executive to relate the situation and to convene the Strike Committee
- b. The Committee shall consist of **six (6)** individuals as follows:
 - i. The Chief Stewards, **one of whom (to be mutually agreed upon)** shall chair the committee as well as resource it;
 - ii. One (1) representative from the Executive Committee, who is not a Salaried Officer;
 - iii. One (1) representative from the Contract Committee;
 - iv. One (1) representative from the MMC Committee; and
 - v. One (1) general member.
- c. The General Membership at the SGM shall select the general member by simple majority of those present

the Chief Steward shall not be permitted a vote in the selection of either.

Appeals Process

- e. Immediately following the ratification of the Collective Agreement by the Membership, the Strike Committee shall be immediately dissolved and reconstituted as the Appeals Committee (hereafter “the Committee”)
 - i. Each member of the Strike Committee shall serve on the Appeals Committee unless opting out/resigning
 - ii. If a member resigns, their replacement must derive from the same constituency (e.g. a Steward replaces a Steward)
 - 1. The Chief Steward may be replaced by another Signing Officer
 - 2. All replacements shall be elected and ratified by the General Membership as with the Strike Committee

- d. The members of the Executive and Contract Committees shall select the representatives from their committees, though the Chief Steward^s shall not be permitted a vote in the selection of either.

Appeals Process

- e. Immediately following the ratification of the Collective Agreement by the Membership, the Strike Committee shall be immediately dissolved and reconstituted as the Appeals Committee (hereafter “the Committee”)
 - i. Each member of the Strike Committee shall serve on the Appeals Committee unless opting out/resigning
 - ii. If a member resigns, their replacement must derive from the same constituency (e.g. a Steward replaces a Steward)
 - 1. **A** Chief Steward may be replaced by another Signing Officer
 - 2. All replacements shall be elected and ratified by the General Membership as with the Strike Committee